The BASO Connection

Distributed by the Business & Administrative Systems Office ◆ **http://baso.hq.nasa.gov** ◆ **July 2004**

About This Newsletter

The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO, housed in HQ Code OCF, provides support for Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

BW Training Catches On

The verdict is in… BASO BW Training Classes are a hit! The BASO is now offering three courses:

- BW Overview and Basics
- BW Budget Execution Reporting
- BW Travel Reporting

Want to see what everyone is raving about? For course descriptions, schedule, and to register, go to http://businesswarehouse.hq.nasa.gov/bwschedule.htm.

SAP and Bankcard Training is Online!

The IFMP Competency Center has recently released several updated web-based courses, including *Core Financial SAP Starter Course,* and *Bankcard Purchases and Desktop Receiving.* Access these courses on the HQ Core Financial website: http://corefinancial.hq.nasa.gov/training.htm.

WebTADS: Don't Let Those Requests Linger

Ever had a request pending in WebTADS and nothing is happening? Here's what to do:

WebTADS Approvers: Please be sure to take action on all pending requests for your employees. From "List Timesheets", pending requests are displayed in the extreme right hand columns for each time sheet.
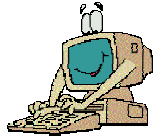
Employees: It is your responsibility to follow up with your approver to ensure that all pending requests are addressed, including prior pay period adjustments, overtime and leave.

Questions about WebTADS? Contact the BASO.

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Core Financial Corner

Stop that PR!

Do you have budget you want to use, but it's already committed to a PR? You may be able to decommit the money, but make sure to check the PR status first! Using SAP Transaction ME53N, click on the status tab in the *Item Details* section and check out the *Processing Status.* Processing Status options include:

- Not Edited
- PO Created
- RFQ Created
- Contract Created
- Scheduling Agreement Created
- Service Entry Sheet Created

And if you can't stop the PR...

Modify it! To modify a PR, use SAP Transaction ME52N, and select "Closed" on the *Quantity/Dates* tab. This stops further obligations against the PR and returns any un-obligated funds to the budget. Modifying a PR won't change the way the document looks, so check the Funds Management documents to be sure the change was made.

Need help? Contact the BASO!

Gimme back that money!

Need to rescind money from a particular UPN? Use SAP Transaction ZNASAST5 or BERPT2 Operating Plan to Actual (ZNASAST5 Equivalent) to find out the available balance.

Important Year End Dates!

End of Fiscal Year Activities are starting to pick up! Here are a few important dates to keep in mind as FY04 wraps up:

September 25 - NMO and HQ Cost Assessment Cycles, including Center Corporate G&A

September 26 - Corporate G&A Agency Cost Assessment Cycle; *last day to access SAP for FY04!*

October 15 - Users can access SAP R/3 for FY05

For more information about Year End Activities, contact the BASO.

BF Release .5 Data Initialization Kicks Off

All centers have been tasked to enter the NBS 6/30 Enterprise Submit and the IMO Template Institutional Budget Submit into BF R.5 by September 1st. For detailed information on the HQ data initialization schedule and the planning process, check out the BF website (http://budgetformulation.hq.nasa.gov) under the *Budget Formulation Release .5 Data - HQS Initialization Activity Planning Tasks, Schedules, & Formats (July - August 2004)* section.

Need help with data entry?

Data entry/validation clinics are scheduled every Wednesday and Friday from 9:00 am to 12:00 pm in the CTC. Full details on the clinic topics and schedule can also be found on the HQ BF web site. BF R.5 end users who plan on attending a clinic are requested to:

- Log-on to BF SEM and/or BF BW to ensure your user IDs and passwords are active – if not, contact Account Administration at 358-4472

- Bring your planning data to the clinic to prepare a preliminary data entry spreadsheet

We look forward to your participation in this Agency initiative! For additional information, visit our website at http://budgetformulation.hq.nasa.gov.

KUDOS from the Budget Formulation Team!

A big thank you to those offices that participated in our Budget Formulation (BF) Release .5 data initialization HQ kick-off briefing on Wednesday, July 14 and have already begun and/or completed the assignment!

e-Payroll: The Time for FPPS is Near

The Federal Personnel and Payroll System (FPPS) is almost here! On August 8, NASA will transition to FPPS. What does this mean for you? First, there will be some changes to the Leave and Earnings Statements (LES), including home delivery and a new format. You'll have to use Employee Express to make changes to certain personnel and payroll information, and The Work Number© will be the place to go for all employment and salary verifications.

What do I need to do to prepare?

Here are some things to do to prepare for FPPS:

- If you've moved since December 2003, be sure to confirm your home address with the Payroll Office at 202-358-1051. This will ensure that your LES and W2s arrive at the correct place

- Save your LES for Pay Period 17. When FPPS is implemented, certain year-to-date totals will restart. Although NASA will be keeping a record of all information tracked by the previous system, your LES will serve as your personal record of this data

Help! I can't login to FPPS!

Having trouble logging on to FPPS? It could be one of these reasons:

- ➢ It's too early! FPPS "goes live" on August 8, but we can't start entering actions until August 16.

- ➢ You still need to install the Java download. For instructions on initial login, check out the *Initial Logon and Software Download Procedures* in the Training/Job Aids section of the e-Payroll website.

For more information about e-Payroll, check out the HQ e-Payroll website at http://epayroll.hq.nasa.gov.

BASO Footnotes

In addition to solving problems, answering questions, and conducting workshops, here are some other BASO happenings from the past month:

- The BASO team is hard at work planning for fiscal year-end and start up. Be on the lookout for more communications about year-end activities starting next month!

- Good news for BW Users! The BASO is developing a new bookmark tool called *Business Warehouse (BW) Pro*. BW Pro will allow users to search BW Bookmarks by Category or Code. Check it out: http://businesswarehouse.hq.nasa.gov/repository.htm

BASO Contacts

The BASO, housed within HQ Code OCF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

BASO Support Center

358-IFMP, Room 4R49
Operating Hours: 8am – 4:30pm Daily
                             (Closed 12pm – 1pm Thursdays)

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at jballent@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

Like what you see?

Past issues of **The BASO Connection** are available! Check them out on the BASO website at http://baso.hq.nasa.gov/newsletter.htm.